



Sherfield Park Parish Council (SPPC)
Full Council Meeting held at Sherfield Park Community Centre
at 7.30pm on Wednesday 10th October 2018

	<u>IN ATTENDANCE</u>	<u>APOLOGIES</u>	<u>ABSENT</u>
Councillors:			
Cllr. Bowyer		✓	
Cllr. Gordon	✓		
Cllr. Vaux	✓		
Cllr. Goodenough	✓		
Cllr. Alvares		✓	
Cllr. Rouse	✓		
Cllr Christmas	✓		

In attendance: S. Vaux (Clerk) taking the minutes, and 5 members of the public.

Agenda Item	Issue	Actions
101801	<p>To receive and accept apologies of absence from Parish councillors</p> <p>Cllrs Bowyer & Alvares sent their apologies. Cllr Bowyer was on holiday in Canada, and Cllr Alvares had Scout Group leadership commitments. Cllr Vaux acted as Chair for this meeting.</p>	
101802	<p>To receive any declarations of interest relevant to items on this agenda</p> <p>No declarations of interest relevant to items on this agenda were received.</p>	
101803	<p>To sign as a correct record, the minutes of the full council meeting held on 12th September 2018</p> <p>The Council resolved to sign the minutes as a correct record, of the full council meeting held on 12th August 2018 with one correction. The clerk was asked to confirm the dates and particulars of for his training seminars and include these in the Action Log. They are: Finance – 21st November; and Budgeting – Postponed following HALC staff changes. Date yet to be confirmed.</p>	Acting Chairman

Signed by Chair.....

101804	<p>Matters Arising from the Full Council meeting of 12th September 2018.</p> <p>The Chairman noted that whilst the up to date Standing Orders have been added to the website they and other recent procedural documents still need to be distributed to councillors</p> <p>The Chairman noted that a draft Action Log has been created and distributed to Councillors for comment prior to adoption at the next meeting</p> <p>The request for clarification by the Chairman of Finance of procedures for hiring consultants has yet to be received. This item (091810) will therefore be added to the Action Log.</p>	<p>Clerk</p> <p>All/Clerk</p> <p>Cllr Gordon</p> <p>Clerk</p>
101805	<p>To Receive Chairman's announcements.</p> <p>The chairman advised that she has received an update from the CCG that Chineham Medical Centre is investigating re-siting as the present building is too small to provide all the services that the doctors feel are necessary. The redeveloped Chineham shopping complex is one location being explored, but the move is unlikely to take place for 3 – 5 years.</p> <p>We received a copy of a letter from Sherfield on Loddon Parish Council to Basingstoke and Deane Borough Council (BDBC) about the administration of Section 106 funding locally, asking for our support. The Chairman will investigate this further with S-o-L and our borough councillors before the council decides on any possible action.</p> <p>Cllr Bowyer has informed the Vice Chair and Clerk that she intends to stand down as Chairman in January 2019. Therefore the election of a new chair will therefore take place at the January meeting, together with any appropriate reshuffling of other roles within the council taking place at the same time.</p>	<p>Cllr Bowyer</p> <p>Clerk</p>
101806	<p>Public Participation session:</p> <p>There were no matters raised by the public.</p>	
101807	<p>To receive reports from Outside bodies:</p> <p>Apologies were received from Cllr Miller of BDBC, and Cllr Still HCC/BDBC.</p> <p>Mr Levine, the SPCA chairman, provided a comprehensive report on SPCA activities which is attached as Appendix 1.</p>	

Signed by Chair.....

101808	<p>To report on progress in the development of the Parish Office. A report was presented by the Clerk as an agenda paper with the following updates noted:</p> <ol style="list-style-type: none"> 1. 4Ds advised 9th October that the new Wheelchair access door should arrive by 12th October and that modifications to the office entrance will go ahead during the week commencing 15th October. 2. Whilst Croudace have confirmed agreement with the revised routing of the broadband connection we are still waiting for BDBC agreement. The Clerk is pursuing. <p>The following actions were agreed:</p> <ol style="list-style-type: none"> 1. It was resolved that the Parish will purchase flooring (without a door mat) from Southern Flooring for a cost of £1074 inc VAT. The work will go ahead as soon as 4Ds vacate the site. 2. The list of office items presented in the agenda for purchase MCD (cost £1,117) and Viking, were confirmed with the exception of an error in pricing and type of conference chairs chosen, which it was agreed should be amended. This increases the cost of items to be purchased from Viking will rise from £542 to £825. These will be scheduled for delivery in the week after the floor coverings are installed. It was also resolved that 3 venetian blinds costing £84.24 plus postage would be purchased from Blinds 2 Go. <p>Prop: Cllr Gordon. Sec: Cllr Vaux</p>	<p>Clerk</p> <p>Clerk & Working Party</p>
101809	<p>To note the current financial situation & sign the bank Statements The current financial situation midway through the financial year was noted. Bank Statements were reconciled and signed by the Finance Committee Chair and Chairman. Details are attached as Appendix 2 below.</p> <p>The Finance Chair advised that there will be a limited need to reallocate funds at the Finance committee meeting to be held on 24th October due to expenditure on the Parish office.</p>	<p>Cllrs Gordon & Vaux</p> <p>Finance Committee</p>

Signed by Chair.....

101810	<p>Requests for Payments:</p> <p>A total of £6,339.81 in payments were authorised, including payment of grants for refurbishment of the Community Centre’s main hall floor (£2,976), to support the youth club (£1,392.30) and to support the new Scout Group (£500). Full details are shown in Appendix 3 below</p>	Cllr Gordon Clerk
101811	<p>To receive and update on proposed Speed watch/traffic calming measures – verbal report from Cllr Alvares</p> <p>In Cllr Alvares’ absence Cllr Rouse explained that:</p> <ol style="list-style-type: none"> 1. Speedwatch Training continues to be delayed by lack of police resources. The council’s existing mobile equipment cannot be used without formal police training. 2. Cllr Alvares has consulted with Mr Morgan of the Borough Council and been advised that they are able (subject to demand) to deploy basic automatic speed monitoring/warning equipment on behalf of the parish. This would cost £160 per month per speed warning unit, without the Parish needing to man/maintain the equipment, with an additional £90 charge each time a unit is moved/battery changed. 3. Longer term similar but more sophisticated units could be bought by the parish if it so wishes. Further investigations into the cost and operation of our own units are suggested. 4. Short term it was resolved that under the Road Traffic Regulations Act 1984 Section 7 and under the Local Government & Rating Act 1997 Section 31, that Sherfield Park Parish Council should hire two Speed Monitoring/Warning units from BDBC for a month on trial to start to develop data on traffic behaviour. These will be deployed in Gaiger Avenue and at the western end of Rockbourne Road. It was also resolved that Cllrs Alvares and Rouse would continue their options appraisal of available equipment and bring further recommendations to the council, if possible to the next meeting. Prop: Cllr Rouse, Sec: Cllr Christmas 	Cllrs Rouse & Alvares Clerk
101812	<p>To receive an update on the Parish’s Emergency plan – verbal report from Cllr Alvares</p> <p>In Cllr Alvares’ absence, Cllr Rouse explained that he and Cllr Alvares have consulted widely to prepare the draft plan, which is now in its 4th iteration and has been circulated informally to councillors for comment.</p>	

Signed by Chair.....

	<p>It was therefore resolved that a short term working group be set up to complete the plan. Councillors involved will be Cllr Rouse, Cllr Christmas, Cllr Alvares and Cllr Bowyer (for links with BDBC). It was felt that appropriate non-councillors should be invited to join including the SPCA, the Community Shop and suitably skilled, experienced and interested members of the public. An invitation to non-Councillors to take part should be posted on parish website, on SPPC notice boards and using other appropriate electronic media (FB groups etc). Prop: Cllr Gordon; Sec: Cllr Christmas</p>	Clerk & Working Group
101813	<p>To consider and approve a resolution to update Lloyds Bank signatories It was resolved to ask the bank to remove Howard Perkins and Karen Ross from the Parish's list of authorised signatories. A letter confirming this was signed by Cllrs Vaux & Gordon, and the Clerk, as required by the bank.</p>	Cllrs Vaux & Gordon Clerk
101814	<p>To review and adopt terms of Reference for a Parish Council Policies and Personnel Working Group. It was resolved to adopt the draft Terms of Reference presented to the Council. Membership of the Working Group will be agreed at the January meeting when the Council reshuffle takes place. The Terms of Reference will be posted on the Council's website. Prop: Cllr Rouse Sec: Cllr Gordon</p>	Clerk
101815	<p>To consider whether and how "Light-up Sherfield Park" will be run this Christmas. After extensive discussion it was resolved that the Parish would continue to operate a "Light up Sherfield Park" (LUSP) scheme, in a streamlined form:</p> <ul style="list-style-type: none"> • Two competitions only – one winner voted by adults and one winner voted by children • To award 'lucky dip' prizes to an adult and child voter • In response to residents' feedback, to extend the voting period to after Xmas to enable more people to take part. <p>Prop: Cllr Vaux Sec: Cllr Rouse</p> <p>It was agreed that a working group comprising Cllrs Christmas (Group Chair), Rouse & Goodenough, and the Clerk will develop a simpler competition as soon as possible with the goal to advertise it initially in the November edition of the Loddon Link. The group would welcome support from the SPCA to work together on this initiative.</p>	Clerk & Working Group

Signed by Chair.....

101816	<p>To receive a brief update on the activities of the Open Spaces Working Group – Verbal report from open spaces working group chairman following their meeting on 9th October.</p> <p>Cllr Vaux, who chairs the Open Spaces Group, advised the meeting of the following:</p> <ol style="list-style-type: none"> 1. The Lengthsman Group will be carrying out the following work in the next 2 weeks starting on 11th October: <ol style="list-style-type: none"> a. Eradicating weeds along roadsides b. Improving drainage along edge of Taylors Farm drive c. Clearing brambles from around the exit from Gaiger Ave Roundabout to Taylors Farm Drive and painting/applying wood preservative to fences in that area. 2. Meeting with the BDBC Open Spaces officer during which he indicated that work would be done to: <ol style="list-style-type: none"> a. Improve/repair the fencing around the Sherfield Park Playing Field; b. Replace rotten fencing poles on the path between Gaiger Avenue/Otterbourne Walk & Wickham Way; 3. Meeting with Croudace’s representative resulted in the following: <ol style="list-style-type: none"> a. Petty’s Copse has still to be adopted, but only after Croudace undertake considerable improvements to the woodland itself. This is likely to take several years; b. The Petty’s Copse footpath, which needs improving, remains Croudace’s responsibility. The Clerk has highlighted to condition of the path to the Croudace representative; c. Croudace still remain responsible for all the balancing ponds and their surrounds; d. BDBC and HCC will need to give permission for the Parish to plant bulbs in all public areas of the parish. e. Croudace requires any enquiries relating to Parish matters in spaces they still control to be channelled through the Parish Clerk. 4. Investigations by Cllr Goodenough and the Clerk into the request by residents living in Compton Way to trim/reduce the height of a Leylandi hedge adjacent to their properties suggests that the land may be owned by Croudace. Croudace are considering the evidence provided with any decision by the Parish therefore delayed until Croudace communicate their position. It has also been established, with the support of HALC and the County Council, that the trees fall outside of the 	
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Signed by Chair.....

	<p>defined footpath, so it remains unclear if the Parish has the necessary powers to take any action. Other possible solutions remain in progress.</p> <p>5. The Clerk has received a schedule of planned S106 funding from BDBC. The allocations, while specific in terms on funding, are less clear on project detail. The Clerk will be arranging a visit from the BDBC to clarify our situation; councillors will be offered the opportunity to join the meeting.</p> <p>6. The Open Spaces Group have agreed their Terms of Reference, which will be brought to the Council for approval next month.</p>	
101817	<p>To receive a report on the last Planning Meeting held 25th September regarding 100 Avington Way – Verbal Report by Chairman of Planning Committee.</p> <p>Cllr Vaux reported that the Committee supported the application.</p>	
101818	<p>To consider an offer from Bramley and Sherfield CommunityAd Magazine to provide Sherfield Park with the opportunity to replicate parish news bulletins similar to Loddon Link.</p> <p>Despite misgivings about the possible adverse effect of competition with the Loddon Valley Link the Council agreed that the Clerk should seek more details about the magazine and how it might benefit the Council and the Sherfield Park Community. Clerk to report back at next meeting.</p>	Clerk
101819	<p>To consider the offer from Basingstoke and Deane BC to provide a reporting facility for residents via our website.</p> <p>It was agreed that the Clerk should seek more details about how the proposal might work in action. Initial information suggested this would be a beneficial additional resource for parishioners.</p>	Clerk
101820	<p>To discuss and agree the main items to be included in the Loddon Link for October, due for completion 16th October.</p> <p>The Clerk was requested to include items on: Light up Sherfield Park; Traffic Calming measures; recent grants and the Council's interest in more applications; Open Spaces issues; and the Emergency Plan development requesting qualified/experienced volunteers to join the working group and help with finalizing the plan.</p>	

Signed by Chair.....

101820	<p>To confirm that the next Parish Council meeting will be held on Wednesday 14th November 2018.</p> <p>The next meeting will be held on Wednesday 14th November 2018 at 7.30pm. Venue to be finalised, depending how fast the office progresses.</p> <p>CLlr Vaux gave her apologies for this meeting.</p>	
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There being no further business, the meeting closed at 9.15pm

Signed by Chair.....

October 2018 Sherfield Park Community Association Report to the Sherfield Park Parish Council

SPCA Administration

Clare Mould started on 1 October as our new Centre Manager. She has already shown herself to be a very organised people-person and we are very happy to have her.

Our Annual General Meeting is currently scheduled for 11 November. At that meeting I expect to be able to announce the formal closing of the unincorporated SPCA. All subsequent business will be through the Charitable Incorporated Organisation SPCA. Also at that meeting, all of the trustees will be required to resign and then elections will be held.

Centre Lease

At the suggestion of Simon Bound, I met with borough councillor Paul Miller and Stephanie Cordon, Basingstoke and Deane Head of Borough Development & Implementation on 25 September. The purpose of the meeting was to 'kickstart' resolution of the centre lease. I repeated our position that all we are asking for is for the lease to be explicit about what we are allowed to do and what we are not allowed to do. Stephanie said she understood our concern and that advancement of the lease within the borough was currently being hampered by a 'suspect' policy statement. Stephanie then said she would work to correct the 'suspect' policy statement and push the lease.

Subsequent to the 25 September meeting, I gave Stephanie a tour of the centre and a detailed analysis of centre space generated by the Valuation Office Agency. She has again confirmed that she is working the lease through the borough.

Centre Re-configuration

With Basingstoke and Deane funding support, Quantity Surveyors Mursell & Co prepared three options for the conversion of part of the changing room area into general purpose facilities. The trustees approved one those options and forwarded that selection to the borough. The selected option provides for one 68 sq m meeting room with primary access through the main conversation area and an emergency exit to the side of the building. The estimated costs including fees but excluding contingency funding sum to slightly less than the currently allocated and unspent funds. Adding contingency funds would require an additional £10K.

Sue Washington has asked for a supporting case and current SPCA accounts. Given our prior submissions and my description of our reserves, Sue believes the additional funds will be made available.

The borough's decision will be made by the current portfolio holder rather than the cabinet and the formal go-ahead can be expected this calendar year.



Stephen Levin
Chairman
Sherfield Park Community Association

Appendix 2A

Sherfield Park Parish Council			
Monthly sheet September 2018			
		Balance Bought Forward	76,360.81
		Interest	5.32
		Precept	19,610.00
			95,976.13
EP	SPCA	Hall Hire	£25.20
EP	SPCA	Hall Hire	£12.60
EP	S Vaux	August Travel	£4.14
EP	Viking	Laminating Pouches	£45.58
EP	Viking	Printer supplies & hole punch	£50.35
EP	HMRC	Staff Tax & Insurance	£54.00
EP	S Vaux	Salary	£416.14
EP	R Oats	Salary	£147.37
EP	K Ross	Consultancy payment	£75.00
CHQ	Coach Miles	SPCA over 55s excursion grant	£250.00
CHQ	Basingstoke Food Bank	Grant	£50.00
CHQ	Night Light Winter Shelter	Grant	£50.00
			£1,180.38
		Less uncashed cheques (Grants to BFB & NLWS)	100.00
		Total payments	1,080.38
		Balance as at 30th September 2018	94,895.75
		Current Account Balance	29,081.63
		Deposit	65,814.12

Signed by Chair.....

Appendix 2B

SHERFIELD PARK PARISH COUNCIL								
RECEIPTS LEDGER 2018 - 2019								
2nd Quarter								
Date	Precept	Receipts Bank Int	Other	Details	Current A/C	Deposit Account	Other Account	TOTAL
				Balance brought forward	48,207.15	65,801.10	0.00	114,008.25
Jul-18		3.79		Interest on deposit a/c		3.79		3.79
Aug-18		3.91		Interest on deposit a/c		3.91		3.91
Aug-18			1,469.65	VAT refund	1,469.65			1,469.65
Sep-18		5.32		Interest on deposit a/c		5.32		5.32
Sep-18	19,610.00			2nd half year Precept	19,610.00			19,610.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
								0.00
	19,610.00	13.02	1,469.65		69,286.80	65,814.12	-	135,100.92
				Less 2nd quarter's payments	25,627.13			
				Current Account balance	43,659.67			
	Total Receipts:		21092.67			Less Yr to date Payments		40,305.17
						Balance at 30 Sept 2018		94,795.75
				Current Account (per bank statement)	29,081.63			
				Deposit Account (per bank statement)	65,814.12			
				Other Account (per bank statement)				
				Less: Cheques o/s	100.00			
				Balance as at 30 Sept 2018	94,795.75			

Signed by Chair.....

Appendix 3

SHERFIELD PARK PARISH COUNCIL					
Payment Requests - October 2018					
FROM	ITEM	INVOICE NO	PAYMENT METHOD	AMOUNT	Comments
Sherfield Park Community Centre	Rental of Rooms in Sept/Oct	OCT265/18	EP	£43.20	Nursery 25/9 (Planning), Garden Room 10.10 (Full), Nursery 24/10 (Finance).
Sherfield Park Community Centre	Rental of Rooms in September	SEP234/18	EP	£25.20	Garden Room 12/09
S Vaux	Expenses (Travel & Printing)		EP	£8.25	Printing and Scanning of A3 Maps + travel to printer
PKF Littlejohn LLP	External Audit Fee	SB201803462	EP	£240.00	
Ryan Leisure Activities Ltd	Refurbishment of SPCC main hall floor	4562	EP	£2,976.00	Grant approved by resolution 61815 at June Council meeting
SPCA	Youth Club grant 2nd QTR	Refer report from youth club leader	EP	£1,392.30	Approved by resolution 61813 at June Council meeting
Staff	Salary (Litter Warden)	N/A	EP	£147.37	
Staff	Salary (Clerk)	N/A	EP	£699.30	Includes August & September O/T
HMRC	Staff Tax & NI	N/A	EP	£139.84	
2nd Basingstoke Scouts	Grant	N/A	CHQ	£500.00	Approved by resolution 091819 at September Council meeting
S Vaux	Expenses	N/A	EP	£168.35	Herbicide, Paint and Wood Preservative for Lengthsman team
			PAYMENT TOTALS	£6,339.81	
AUTHORISED BY					
AUTHORISED BY					

Signed by Chair.....

AGENDA ITEM 111808

UPDATE ON OFFICE CONSTRUCTION PROGRAMME

Please see below progress on the development of the office since the last meeting:

1. Cllr Bowyer been advised by our solicitor confirms that the relevant formalities for transfer of the office site to SPPC have been completed. We have yet to receive the solicitor's bill.
2. 4Ds have completed the necessary alterations to make the building acceptable for disabled access. Limited "making good" of the ceiling and painting of the increased ceiling area is however still required at today's date. Issues regarding rainwater drainage have delayed completion, however Building Control have discussed and approved arrangements in consultation with 4Ds and the Clerk. Completion of the exterior works should now take place shortly. A small increase in 4Ds charges may be required to cover these changes. The final 4Ds invoice will be received in December.
3. Fencing has been removed and an invoice for the fencing has been received, for consideration and approval at the November meeting of the full council.
4. Following the agreement of Croudace and BDBC we will be running the Broadband connection across the water meadow. A trench was dug to run a conduit around the water meadow on 30th October. Conduit to place in the trench is now due to arrive 9th November after the BT manager responsible went on holiday without ordering it. The Clerk assisted by one or more day-labourers will then install the conduit and backfill the trench. Once this has been done BT engineers should be able to install the broadband and phone line at the southern end of the office. Charges for the trench digging are included in the requests for payment this month. Additional costs for backfilling will follow shortly.
6. Southern Flooring installed the carpeting as planned on 1st November. A £100 down payment was made in late October. The balance payable to cover this work is being requested this month, after being approved in principle at the October meeting.
7. MCD delivered the majority of the office furniture and notice boards on 6th November. Their invoice will be considered for payment this month, as agreed in principle in October
8. Orders placed with Viking for the balance the office equipment should have all been delivered on 12th November. Payment will be required this month as agreed in October.

9. The three venetian blinds ordered on line from Blinds-2-go arrived 5th November, and will be fitted by the Clerk as soon as he has time to paint the bare wood window frames. This will then enable any attractive items presently stored at the clerk's house to be left out of sight in office. The purchase of these items was facilitated by the Clerk using his own credit card. Payment will therefore be made via an expenses claim from the clerk.
10. Any external signage, external notice board and CCTV security arrangements now need to be considered, as regular usage of the building will hopefully go ahead shortly.
11. Once 4Ds have cleared up the site, the Clerk proposes to personally undertake beautification of the area around the entrance, including sowing grass, and the planting bulbs and appropriate ornamental plants for which a budget of £50 maximum is requested.

S Vaux

7th November 2018

Monthly sheet October 2018			
		Balance Bought Forward	94,895.75
		Plus VAT Refund	3,223.27
			98,119.02
Less Payments			
Cheque	2nd Basingstoke Scout Group	2 x £250 grant to S/Park Cubs & Beavers	500.00
Cheque	Nomistake/Southern Floors	Downpayment for office flooring	100.00
EP	Clerk's Expenses	Materials for lengthsman (Maintenance)	168.35
EP	Clerk's Expenses	Map Printing (£6) & travel (£2.25)	8.25
EP	SPCA	Room Hire (for 25/9, 10/10 & 24/10)	43.20
EP	SPCA	Room Hire (for 12/9)	25.20
EP	SPCA	Grant for Youth Leaders Qtr 2	1392.30
EP	Ryan Leisure	SPCC Hall Floor Rehabilitation	2976.00
EP	Litter Warden	Salary	147.37
EP	HMRC	Staff tax & NI	139.84
EP	Clerk	Salary & Overtime	699.30
EP	PKP Littlejohn	External Auditor	240.00
	Less uncashed cheques	2 x £250 grant to S/Park Cubs & Beavers	500.00
			5,939.81
		Balance as at 31st October 2018	92,179.21
		Current Account Balance	26,365.09
		Deposit Account Balance	65,814.12
			92,179.21



AGENDA ITEM 111812

Proposal that Cllr Vaux represents Sherfield Park Parish Council at Chineham Medical Centre Patient Participation Group meetings.

Most of Sherfield Park parishioners use Chineham Medical Centre for their primary medical care.

Cllr Vaux, after recently attending a CCG meeting on behalf of SPPC, was invited by the Chairman of the Chineham Medical Practise's PPG to become a member of the PPG on the assumption that she would represent the Parish Council.

It is therefore resolved that she be endorsed by Sherfield Park Parish Council to formally represent SPPC at Chineham Medical Centre PPG.

If this proposal is approved it will enable the council to have effective communication between the parish and the medical centre on issues such as the capacity of the practice to meet current and future demand for services. To achieve this, Cllr Vaux intends to circulate the minutes of all PPG meetings to councillors, and bring any relevant verbal updates to the council meeting following each PPG meeting, so they become a matter of public record for parishioners.

SHERFIELD PARK PARISH COUNCIL

FUNDING APPLICATION FORM

Please read the attached guidelines before completing this form. You may continue on a blank sheet if necessary, but the name of your organisation must be on any additional sheets.

A. Your organisation

Please give us the following information about your organisation:

Name of Organisation: SHERFIELD PARK COMMUNITY ASSOCIATION

Address: ...SUNWOOD DRIVE, SHERFIELD ON LODDON, HAMPSHIRE

.....

Post Code: RG27 0FP

Description of your organisation's activities. Please list your aims and objectives.

SHERFIELD PARK COMMUNITY ASSOCIATION'S PURPOSE IS TO DEVELOP OUR COMMUNITY. WE WILL DELIVER THIS BY PROVIDING ENJOYABLE AND INCLUSIVE ACTIVITIES AND SERVICES FOR THE BENEFIT OF ALL RESIDENTS.

How long has your organisation been in existence? 10 YEARS+

B. Contact Details

Name of contact: CARL LESH

Position: TRUSTEE (spca)

Address for correspondence (if different from above):

.....

.....

Post Code:

Tel: (day time) 01256 883967 (mobile) :

Email address: manager@sherfieldparkcommunity.co.uk

C. Your Application

a) Brief description of project or scheme for which grant is intended

Each year SPCA provide fun and inclusive Christmas activities and events for the residents of Sherfield Park, with each year bringing something different and more special to encourage a wider participation and add a special festive feel to the neighbourhood. This year we would like to offer a Family extravaganza including a bouncy castle, face painting, various craft sessions and games along with Santa's grotto, stalls selling Christmas crafts and a pop-up café selling refreshments. In addition (on another day) we will be hosting a Christingle Service followed by Carols around the tree. We would then like to offer a unique experience for everyone by hiring a sleigh and live reindeers. This would be a perfect opportunity not only to experience the magic but to get professional photographs taken as well.

b) Who will benefit from the proposed project or scheme and how many of these are Sherfield Park Parish residents? The events are predominantly attended by Sherfield Park residents but will also include neighbours from Chineham, Sherfield Village and Bramley. We anticipate around 500 people will attend over the 2 days.

c) Total cost of project or scheme: £2000 d) How much are you applying for? £1000 There will be a charge for participants to cover additional costs and to support the fundraising initiatives of SPCA.

Please give an itemised breakdown of the expenditure for which this money which is being applied for. Please include evidence of the likely cost of all items of expenditure where possible.

ITEM	COST £
HIRE OF REINDEER AND SLEIGH	800
HIRE OF BOUNCY CASTLE x2 PLUS SANTA'S GROTTO	200
TOTAL	1000

d) Have you made any grant application to any other body for grant aid for this project? Yes/No.
If yes please give details:

Name of organisation applied to	Amount applied for	Date of Application	Amount Received

If you have received any other sources of funding in the past year, not specified above, please give details:

D. Previous Applications

Has your organisation previously applied for a grant from this Parish Council? If YES, please give details of the project and the date and amount of grant received if any. Was the project as described completed?

FUNDING RECEIVED FOR THE PERIOD 2016-2018 FOR SHERFIELD PARK YOUTH GROUP & FOR COMMUNITY EVENT SHERFEST IN JUNE 2017 & 2018. XMAS 2017 AND THE RECENT MAIN HALL FLOOR REFURBISHMENT

E. Additional Information

Are there any other comments you wish to make to support this application? Please give this information below, or attach a separate sheet:

F. Your Financial Situation

All applications must be accompanied by the following financial information: **If you do not supply this information your application will not be considered unless previously agreed in writing by the Council.**

- A copy of your latest approved statement of income and expenditure or other financial report which indicates your financial position, or
- A statement of your capital assets, if any

If you are unable to supply this information, please contact the Parish Council for advice before submitting this application

Signed:....**Carl Lesh**

Date: 24th October 2018

Please return to The Parish Clerk, Sherfield Park Parish Council.

If you have any queries, please contact the Parish Clerk on email clerk@sherfieldparkparishcouncil.gov.uk

FOR OFFICE USE ONLY

Date received:.....

Amount:.....

Grant awarded: Yes/No.....

Under section.....

Conditions applied to Grant Yes/No.....
.....

AGENDA ITEM 111814

PROPOSAL TO PURCHASE PDF MERGING AND COMPRESSION SOFTWARE

After the difficulties that councillors have encountered in unzipping multiple compressed PDF documents, when receiving agenda documentation, it is proposed that the Parish Council purchases a copy of **eXpert PDF v11 Home edition**, or its equivalent, to enable the Clerk to create, merge and compress of PDF documents .

At a one off cost of £45.39 (inc VAT) this will support:

- circulation of single rather than zipped multiple documents for consideration at meetings
- councillors who wish to follow meetings electronically will have one document with the papers in order of the agenda so saving printing costs
- the public will have access to single documents on our website which open with the papers in order - particularly useful for planning meetings which have a multitude of papers, and avoids the need to download as in the case of WinZip. This thereby improves the accessibility of council business to parishioners; and
- the compressing function enables us to reduce the size of large documents and load them on our website (restricted to 2.2MB) thereby supporting our duty to publish papers, particularly planning papers which are frequently very large

Cllr Vaux has investigated this type of software and believes that this version does not support converting pdf documents back into other forms, as that is likely to require at least one additional 'module', and greater cost for a functionality that would rarely if ever be used.

The proposed resolution is therefore that we purchase and test the software for all our likely applications, as it is significantly cheaper than Adobe which asks for about £15 per month for similar functionality.

This price is quoted on "Amazon" who advertise as only having one copy left, hence the 'or equivalent' as we'd have to find another similar product if we can't source this one. Cllr. Vaux however advises that Wondershare, one possible alternative has very poor ratings, so is recommending we avoid this software.

For information, Cllr Vaux has recently sent out planning papers as a merged PDF, and this merged and compressed document has in turn been loaded onto our website to accompany the 12th November Planning Meeting's papers. Opening and checking this document will enable all councillors can see what benefits such a software can provide.



AGENDA ITEM 111815

Sherfield Park Parish Council			
<u>Summary of Grants Awarded 2018-19 year to date</u>			
Date	Amount (£)	Recipient	Reason for payment
Jun-18	1,138.80	Youth Group	Youth Club leaders' salaries (Q4 2017-18)
Jun-18	415.14	Sherfest	Payment for St John's Ambulance to attend
Jul-18	1,392.30	Youth Group	Youth Club leaders' salaries (Q1 2018-19)
Aug-18	250.00	Over 55s group	Contribution to summer coach trip
Aug-18	363.54	Sherfest	Materials for tea tent
Sep-18	50.00	Food Bank	Contribution to Christmas support
Sep-18	50.00	Winter Shelter	Contribution to Christmas support
Oct-18	500.00	2nd BSK Cubs & Beavers	Assistance with setting up new group
Oct-18	1,392.30	Youth Group	Youth Club leaders' salaries (Q2 2018-19)
Oct-18	2,480.00	SPCA	Refurbishment of Main Hall
Grants made to date	8,032.08		
Annual Budget	12,000.00		
Balance	3,967.92		
Less existing commitments	2,784.60		
Available for further grants	1,183.32		

AGENDA ITEM 111816

DRAFT TERMS OF REFERENCE FOR THE COUNCIL'S

Open Spaces Working Group

DRAFT Terms of Reference

Approved (DATE)

1. Authority

- 1.1. The Open Spaces Group is constituted as a working group to support Sherfield Parish Park Council (SPPC). Its terms of reference are set out as below, when approved by the full Council, subject to amendment at future Council meetings. Its authority is limited to making recommendations and undertaking actions resolved by the full Council, but all decisions will be made by the full Council.
- 1.2. The Group is authorised by the full council to request the attendance of councillors from within the council, employees, contractors or members of the public, if it considers this necessary to discharge its duties.

2. Overall Purpose/Function

- 2.1. The purpose of the Group is to support the SPPC to ensure that the Parish's Open Spaces are maintained to the high standard expected by its parishioners, dealing with enquiries for maintenance and improvements, and developing our Open Spaces to keep Sherfield Park a pleasant and safe place to live and work in.
- 2.2. The Group will make recommendations to the SPPC for consideration and resolution, and will act on the Council's behalf when authorised through resolutions agreed at Council meetings.

3. Duties & Responsibilities

- 3.1. With the support of the Clerk, developing a full understanding of the ownership of all areas of the estate, especially as areas are adopted by the Borough Council and Hampshire County Council from Croudace, and therefore the responsibilities for maintenance of all our open spaces. This includes establishing clearly which areas/duties fall to the Parish Council's responsibility.
- 3.2. With the support of the Clerk, accessing grants, including S106 monies, to fund improvements to the parish's open spaces.
- 3.3. Reviewing and preparing proposals for maintenance or developments in parish open spaces for presentation and adoption by resolution of the full Council.
- 3.4. Working with the Borough Council, County Council and Croudace to ensure the maintenance of:
 - 3.4.1. Roads and pavements
 - 3.4.2. Lighting
 - 3.4.3. Sports fields
 - 3.4.4. Communal Green areas
 - 3.4.5. Balancing ponds
 - 3.4.6. Ponds
 - 3.4.7. Woodlands
 - 3.4.8. Play Areas
 - 3.4.9. Footpaths

3.4.10. Communal Fitness equipment

3.4.11. Bus Shelters

3.4.12. Litter and graffiti control/cleanup

3.5. To maintain a log of requests for maintenance and developments of open spaces in the parish, and supporting the Clerk with referrals to appropriate bodies for their resolution.

3.6. Undertaking any other related activities on behalf of the Parish Council.

4. Membership/Attendance/Quorum

4.1. The core members of the Group shall be as follows:

- At least three other councillors agreed by the Council
- Parish Clerk as appropriate to provide meeting and other support.

4.2. The quorum shall be three councillors. Others may be invited to attend for specific topics as required.

5. Frequency and Administration of Meetings

5.1. The Group will agree its own meeting schedule, which will be at a minimum of once every quarter, including a meeting to inform budget setting.

5.2. The Group will be supported by the Parish Clerk who will prepare the agenda, circulate the papers and take action notes of the meetings. If the clerk is unavailable or the clerk's presence is not thought to be appropriate, a councillor will undertake these tasks as required.

5.3. The notes of the meeting shall be verbally reported to the full Council. Any recommendations for decisions will be presented to the Council in writing in the usual way.

Approval Date:

Next review due Date:



AGENDA ITEM 111817

Update - Bramley and Sherfield CommunityAd Magazine

Further to the resolution to investigate further the offer from Bramley and Sherfield CommunityAd Magazine to take a monthly news bulletin from Sherfield Park Parish Council, I contacted Matthew Hemmings the person i/c the development. He advised me that they plan to publish approximately two weeks after the Loddon Link initially each 2 – 3 months, and eventually monthly, with a copy date of approximately 1st or 2nd of the month.

If the Council now wishes, the Clerk can send the Bramley and Sherfield CommunityAd Magazine the same report as Loddon Link, or a slightly updated report starting towards the end of January, without any major effort on our part. Mr Hemmings also advised that other community groups were welcome to contact him to utilise the two pages that we were offered, but won't be using in each publication.

Steve Vaux
5/11/18



AGENDA ITEM 111819

Proposed arrangements for “LIGHT UP SHERFIELD PARK 2018

Thanks to Cllr. Goodenough for his ongoing efforts, the “Light up Sherfield Park” event is set to be run on the following basis:

- Social Media publicity would start on 15th November via a special LUSP facebook page which will be highlighted on all Sherfield Park related FB pages. This page will be administered by Cllr Goodenough and will close down after the event;
- Sponsorship has been obtained from Loddon Properties, our Nisa Community Store, and from Mole Country Stores. Loddon Properties will cover all printing costs, and will arrange printing, whilst Nisa and Mole have promised to provide prizes.
- A leaflet drop throughout SP will take place in the 1st week of December, explaining how the competition will work, with spare leaflets being available from the Parish Office and the Community Store. Cllr Rouse arrange distribution with assistance from the cubs;
- Cllr Goodenough will collate houses registering for the competition;
- People will then vote physically in a ballot box to be located in the Parish Office. Ballot papers would be obtained from the Shop or the Office. A post box will need to be installed at the Parish office to facilitate this, ideally a “Through the Office Wall” box would be best. Alternatively a well marked post box attached to the wall and emptied regularly, might suffice. The Councillors are requested to advise what their long term preference for the office might be.
- It is proposed that voting will run from 16th December until “12th Night” = 5th January, with the count, and draw for raffle prizes for the voters taking place on 5th January at the Parish Office;
- The results would be announced via the LUSP FB page and by placing notices in the Community Shop, Parish Offices, on our notice boards, and via our Council website.

The Council is asked to resolve to support the event in this format.

AGENDA ITEM 111820

Recommendation from the Open Spaces group about treatment of the Leylandii hedge behind Compton Way

Following discussions at the open spaces Working group, the following were noted:

1. Croudace's primary contact Steve Summers' personal response to our query about ownership of the hedge, solicited the following somewhat unclear statement:

"I am of the view that the stand of Leylandii are situated within land that is outside of our title. We do not therefore have any further comment to make regarding future works to these trees, other than consideration must be given to effects and impact on ecology and the possibility that bat or bird nesting boxes may be fitted to these trees."

2. Against this, Cllr Goodeneough tabled Land Registry documentation (scanned copies of which can be tabled at the meeting) indicating that when Croudace bought Meadow Cottage on 2001 the Leylandii hedge was within the title.
3. HCC and BDBC have already stated that they have no claim on the hedge, and The Parish Council is unlikely to have the powers to trim/clear the trees as they lie outside the boundary of the highway (i.e. the Taylors Farm Lane/Drive bridleway).

The Open Spaces group then requested the Clerk to write to Matthew Norris the Croudace MD, citing the Land Registry documents, to gain an unequivocal response from Croudace stating whether they accept the trees as theirs or not.

Whatever the response received from Mr Norris might be, the Open Spaces Group recommend that the Full Council resolve to advise the Compton Way residents of this and leave them to take whatever action they consider appropriate, as it appears that the Parish is unable to use powers under the Highways Act to cut the trees back as had been incorrectly suggested as a possibility by HALC, since the trees lie outside the Highway reserve.



AGENDA ITEM 111822

Proposed items for Loddon Link November Edition

As the Loddon Link's Copy date is 16th November it is proposed that Councillors might like to review and comment on the following draft prepared by the Clerk, who has limited time to prepare changes after the meeting on 14th November:

MEETING DATES

The next two full Parish Council meetings will be held on 12th December & 9th January. As always residents are welcome to attend and see the Council at work. There is a 15 minute "Public Participation" session during our meetings when all residents can come and raise issues that they would like the Parish Council to give attention to. The meeting starts at 7.30pm and will be held in the Parish Office adjacent to the community shop. Notices will be posted on Parish Notice Boards and the Parish Council's website (<http://www.sherfieldparkparishcouncil.gov.uk/FullCouncil.aspx>) advising of the agenda no less than 5 days before the meeting.

GRANT AWARDS

A grant of £1000 was granted at this month's Parish Council Meeting to support the SPCA's Christmas Extravaganza planned for 15th & 16th December. This brings the Council's commitments for the year to date to nearly £11,000.

As explained previously, funds are limited, but clubs, societies and other organisations providing community support within the Parish are reminded that they are welcome to apply for support from the Council. Please have a look on our website <http://www.sherfieldparkparishcouncil.gov.uk/>, to find out how to apply, or contact the Clerk at clerk@sherfieldparkparishcouncil.gov.uk for advice. If we can't support your activities this year why not make an application early for 2019-20.

UPDATE ON OPEN SPACES

Under the Parish's open spaces initiatives a roadside herbicide application programme was completed in late October, and drainage work to improve the all-weather nature of the Taylors Farm Drive walk, and the safety of one of the culverts on the path was improved. Residents are welcome to suggest other areas needing attention in 2019. Just e-mail the Clerk with your suggestions, or drop in to see him at the office to discuss your ideas – he will keep the Councillors informed for them to try to make funding available to do appropriate works!

EMERGENCY PLANNING

We are still trying to complete our draft emergency plan for the Parish, should some major incident occur locally. If you have an interest in and/or experience and expertise in this subject area, and would like to help, please contact the Clerk by e-mail (clerk@sherfieldparkparishcouncil.gov.uk) , and he will put you in touch with the community working party.

TRAFFIC CALMING

After several false starts, Speedwatch training is being undertaken at the time of publication at the Community Centre, and a group of volunteers will now be monitoring speed in appropriate locations throughout the estate and arranging for reminders to be sent to motorists exceeding the limit to curb their speed and think about the safety of others as the days become darker. It is also planned to test unmanned speed monitors/warning signs which we are initially hiring from the Borough Council.

CHINEHAM MEDICAL CENTRE PPG

Cllr Jenny Vaux our vice Chair has recently joined the Patient Participation Group for the surgery in Chineham. She will be there to act on behalf of all residents and to keep everyone informed of what is going on to optimise local medical services. She periodically hopes to put out news bulletins on this subject via the Parish Website and via the Facebook Groups.

LIGHT UP SHERFIELD PARK

Watch out for the mail drop about "Light Up Sherfield Park", which will come to all homes in the Parish in the next week or two. The Parish Council would like to convey their thanks to the community shop and other local businesses for their support of this fun events, so get out there, check the Christmas lights and vote vote vote!! This community event has something for everyone as there will be prizes for both those who decorate their homes at Christmas, and for those of all ages voting for their favourites!!

Steve Vaux

Sherfield Park Parish Clerk

October 15th 2018